# APPLY FOR ACCOUNT

Thank you for your interest in establishing an account with CB Distributing. In order to protect our wholesale dealer pricing we will require you to establish that you operate a valid business engaged in retailing products we distribute. CB Distributing only sells to retailers and e-commerce customers who offer products for sale in their retail or virtual store(s). New accounts will be required to complete our dealer application and submit documentation that verifies they operate a legitimate business. You will be required to provide a copy of state issued Sales Tax or Resellers Permit (if the state you operate in charges sales tax) and a copy of a state issued Business License with your application.

*We offer two types of accounts as follows;*

*Dealer account for businesses who operate a retail store and stock product.*

*E-Commerce account for non-stocking businesses who operate a virtual store.*

Please select the application that best fits your business category. If you have any questions, contact our credit department at (800) 553-1027 x307 for assistance.

To avoid delays in processing your application please use the checklist below to make sure you are submitting all of the required documents.

The following documents are required for all businesses to open an account;

☐ Completed, signed Dealer Application

☐ Copy of Sales Tax or Resellers Permit (if the state you operate in charges sales tax)

☐ Copy of State issued Business License or Assumed Business Name

☐ Completed New Account Information Sheet

☐ Completed Visa/Mastercard Authorization Form (for Credit Card terms only)

*To expedite the application process you can fax documents to (541) 812-2351 or e-mail documents to credit@cbdistributing.com. We do require an original signed application and other documents for our files, so please mail completed documents to:*

*CB Distributing*
*Attn: Credit Department*
*3075 Kathryn Avenue NE*
*Albany, OR 97321*

*Thank you for the opportunity to serve you. If you have any questions or if we can be of assistance please feel free to contact our credit department at (800) 553-1027 x 307.*

**CB Distributing**
*3075 Kathryn Avenue NE*
*Albany, OR 97321*
*(541) 926-1027*
*(541) 812-2351 Fax (Credit Dept.)*

# E-COMMERCE DEALER APPLICATION

**DATE:** _____

**LEGAL NAME OF BUSINESS:** _____

**DBA:** _____ **PHONE # (  ) _____**

**OWNERS NAME:** _____ **FAX # (  ) _____**

**BILLING ADDRESS:** _____
CITY STATE ZIP

**SHIPPING ADDRESS:** _____
CITY STATE ZIP

**E-MAIL ADDRESS:** _____

**TYPE OF BUSINESS:** ____Sole Proprietorship ____Partnership ____Corporation ____Other_____
SPECIFY

**YEARS IN BUSINESS:** _____*Must be in business for 3+ years to apply for open account & agree to complete a personal guarantee of payment.

**TERMS REQUESTED:** ____ Credit Card ____ COD Check ____ Net 30 ____ Net 10th ____ On Receipt

**ANTICIPATED MONTHLY VOLUME:** $_____ (Credit Line Requested)

****ACCOUNTS APPLYING FOR CREDIT CARD TERMS SKIP TO PAGE 2****

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## TRADE REFERENCES

**(Please list primary suppliers you have credit history with, similar to credit line requested)**

**Name:** _____ **Name:** _____

**Address:** _____ **Address:** _____

_____ _____

**PHONE # (  ) _____** **PHONE # (  )_____**

**FAX # (  ) _____** **FAX # (  ) _____**

---

**Name:** _____ **Name:** _____

**Address:** _____ **Address:** _____

_____ _____

**PHONE # (  ) _____** **PHONE # (  )_____**

**FAX # (  ) _____** **FAX # (  ) _____**

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**BANKING INFORMATION:**

**Bank:** _____ **Bank:** _____

**Address:** _____ **Address:** _____

_____ _____

**PHONE # (  ) _____** **PHONE # (  )_____**

**Account #** _____ **Account #** _____

# E-COMMERCE DEALER AGREEMENT

**CB Distributing supplies wholesale products to Retail establishments, E-commerce & Catalog businesses who engage in re-selling merchandise. We do not offer drop shipping to Dealer's residing outside of the United States. In order to protect our dealers and pricing, new accounts will be required to submit a valid resale permit and business license. All accounts will be required to submit a completed dealer application and applicable credit forms. No product pricing will be furnished until we receive required documentation. CB Distributing will provide a shipping and routing notification fulfillment service to E-commerce Dealers upon acceptance of the terms and conditions set forth below:**

**TERMS OF SALE:**

**Dealer must have an established Term or Credit Card account to participate. Dealer may submit no more than two (2) Visa or Mastercards to be used for processing orders and must have completed authorization form(s) on file prior to placing an order. We have strict procedures in place to safeguard credit card information. For security purposes, no Visa or Mastercard numbers will be accepted over the phone by our credit department or sales staff. Dealers who have more than one credit card on file must designate which Visa or Mastercard is to be used by indicating the last four numbers (only) of the designated card when placing an order. Orders will not be shipped if the Visa or Mastercard on file is denied by the processing center and we will notify you immediately if this occurs. Accounts with Visa or Mastercards that continue to be denied will be subject to revocation of drop shipping privileges. Term accounts that become past due will be immediately placed on credit hold and orders will not be processed until the account is brought into a current standing. Any account that becomes delinquent will be immediately subject to a credit review. Invoice(s) will be mailed (or e-mailed) to you the next business day for your records. Credit card receipts will be e-mailed upon completion of transaction from our secure gateway.**

**Products and pricing in the electronics industry constantly changes. Product pricing is confidential. Prices listed on our website, flyers or any printed media do not include freight and are subject to change without notice. To protect our electronic retailers, e-commerce accounts agree to sell and market products in professional and profitable manner. Some products have MAP (minimum advertised price) pricing that all dealers must adhere to. Any dealer advertising products below MAP pricing will be notified and shipments will be withheld until compliance is achieved. Accounts with no activity within a 12 month period will become in-active. We will not accept calls from your customers or provide customer service support. Dealer is responsible for handling their own customer service. Consumers should contact Dealer or respective manufacturer for installation, operation and technical support as indicated in the owner's manual. Term accounts authorize legal title to merchandise purchased from CB Distributing as security for payment on account. Term accounts agree to pay all costs of collection and/or litigation plus reasonable attorney fees. By signing this agreement you agree to any/all litigation to be held in Albany, County of Linn, as governed by the State of Oregon.**

**ORDERS:**

**Most orders placed by 3:00 PM Pacific Standard Time are shipped the same day. The method to place a drop shipment order is by website entry, e-mail or fax. A hard copy will allow us to verify and confirm the routing information on the order and eliminate costly errors. CB Distributing will not be liable for any revenue lost due to routing errors or transportation delays for any reason. We will double check packages for accuracy prior to shipping to ensure routing and contents are as ordered. Additional fees charged by freight carriers to re-route packages due to improper address information submitted to us will be charged back to the dealer. In the event of a loss due to theft, fraud or any other circumstance that may arise between the dealer and the consumer the dealer agrees to reimburse CB Distributing in full for merchandise and transportation costs. Dealer name and address information will be printed as sender on the shipping label so your customer will recognize who they are receiving the package from. In the event of a non-deliverable order, freight carrier will re-route product to return address on shipping label. Dealer agrees to reimburse CB Distributing for any fee's charged to re-route package(s). Each order will be assessed a $4.00 processing fee and nominal handling charge for packaging materials. Freight will be calculated at residential rates and will be insured against loss and damage. International shipments require extensive research to determine if product can be shipped into a country. Each country has stringent rules and regulations outlining product dimensions and what type of goods can be accepted through Customs. Dealer is responsible for researching Custom requirements on products they wish to ship to international destinations. To fill international orders Dealer will be required to provide CB Distributing with appropriate shipping method and a copy of their customer's invoice including phone number. We will provide order fulfillment and ship goods as specified on your order. There is an additional $5.00 handling fee to process international shipments to prepare Custom documents. Dealer will be responsible for loss of any merchandise confiscated or not cleared by Custom's. Duty and Custom fees for international shipments will be the responsibility of the dealer and consumer. CB Distributing will not be responsible for any duty, custom fees, out-bound shipping costs or return in-bound freight charges for fraudulent orders, orders not cleared through Customs or cancelled by your customer or any other circumstance that may arise between the dealer and consumer. CB Distributing will not be held liable for any costs or loss associated with an international shipment whatsoever. All duties and taxes imposed on CB Distributing will be billed back to Dealer upon receipt of charges from freight carrier.**

**SHIPPING:**

**We can ship your orders by UPS (United Parcel Service) or USPS (US Mail). UPS is our preferred freight carrier and offers you the best discounted rates. We will ship all orders UPS unless your order clearly states you wish shipment routed via USPS (US Mail). UPS Ground freight (only) is pre-paid on shippable orders (Excludes additional service options, insurance, oversize charges, products that require additional handling or truck shipments) of $1,000+ within the continental United States to a single location. Pre-paid freight excludes special priced product, stereo boxes, woofers and large coax spools. Merchandise requiring truck shipment or special priced product does not qualify for pre-paid freight. USPS (US Mail) shipments may be delayed 1 business day due to pick-up schedules. Shipping charges on orders are determined at processing and vary depending on the carrier you choose. We can not estimate, pre-package or quote freight charges on products or potential orders. Dealers can calculate freight charges by using manufacturer specification sheets to obtain product weight, dimensions and utilize online shipping tools available from UPS & USPS. We will assist you in obtaining information on the products that do not have specification sheets avaliable. UPS calculates all air shipments by dimensional weight. Dimensional weight is figured by actual package dimensions and gross weight. In most instances the charges for air shipments will calculate out at a higher rate than a table that figures by weight only. Please notify your sales representative if your order requires any additional services (Signature/POD, etc.). We will add applicable freight charges to your order upon completion of packing and processing. You will be e-mailed the tracking number(s) indicating your reference number at the close of our shipping day. Dealers will be responsible for reimbursement of freight charges on refused or returned shipments. CB Distributing assumes no liability for the loss of revenue or any charges associated with merchandise failing to reach its final destination at a specific time or date. No third party billing will be allowed.**

**CLAIMS:**

**All claims for damages must be reported to freight carrier upon delivery. Notification of errors or shortages must be made within ten (10) days of receipt of goods. All claims must include invoice number, date purchased and summary of item(s) in dispute. Failure to notify CB Distributing within ten days shall constitute an irrevocable acceptance of shipment which shall be binding by the terms indicated on invoice. If a package is lost or damaged we will immediately file a claim with the respective freight carrier. All inner/outer packing must be retained for 14 days for examination by carrier. Credit will be issued after the claim has been accepted and reimbursement is received from respective freight carrier. US Postal Service Domestic claims for damage can take up to 60+ days to resolve. International claims take longer to resolve. Postal Service claims for a complete loss can take up to one year before reimbursement is received, depending on service used & ship locaton.**

**RETURN GOODS & DEFECTS:**

**No products may be returned without CB Distributing's prior authorization and issuance of RA (return authorization). Dealer is responsible for handling their customer's defective returns. To obtain an RA, fill out the online form at CBDistributing.com (Returns Tab) and fax or e-mail for approval. Most products found to be defective upon initial installation may be returned within 45 days of invoice date. However, Manufacturers have specific guidelines governing what is acceptable for return, which CB Distributing must adhere to. Questions regarding warranty should be directed to our credit department. All 10 Meter manufacturers require defective radios to be sent directly to an authorized factory service center for repair. No exchanges can be made on 10 meter radios. Merchandise must be returned in original manufacturer box with all accessories. After receiving RA number, pack product into an outer shipping box, enclose a copy of RA and write the RA number on outside of carton and ship pre-paid to CB Distributing. Dealer is responsible for shipping costs to return product. Products that are received in used or abused condition will not be accepted and returned freight collect or disposed of. At our discretion we will credit or replace defective products. CB Distributing will pay return shipping costs to replace defective merchandise within the Continental United States only. Orders that are returned or found to be non-defective will incur a $2.50 handling fee or a 15% re-stocking fee, whichever is greater.**

**CONFIDENTIAL INFORMATION:**

**All images, catalogs and descriptions supplied by CB Distributing including images on websites and e-mails are exclusive property of CB Distributing. CB Distributing retains the right to all images supplied in any media form. Dealers are authorized to use the images and product descriptions provided by CB Distributing for the purpose of selling product purchased from CB Distributing. No other use of images or descriptions are permitted and shall be considered a breech of agreement. Dealer agrees to remove or destroy any art or media deemed in violation of this agreement. CB Distributing will not be held liable for printed or electronic typographical errors or misprints of any kind.**

**I understand and agree with the above terms and conditions and verify I am authorized to apply for an account for the aforesaid business. I further acknowledge that all of the credit information that has been provided is true and correct. I authorize release of any information listed on this application for the purpose of establishing credit. CB Distributing reserves the right to terminate or modify this agreement with or without notice.**

**By signing this agreement I acknowledge that I fully understand the guidelines listed above and wish to open an account for internet order fulfillment. I further acknowledge and agree to reimburse CB Distributing for any charges incurred relating to my shipments as stated above.**

**AUTHORIZED SIGNATURE:** _____ **DATE:** _____

PRINCIPAL OR OWNER ONLY

**PRINTED NAME:** _____ **TITLE:** _____

## PERSONAL GUARANTEE

**I/We the undersigned consent to the release of my/our personal credit history for determining evaluation of establishing a term account for applicant. I/We recognize if credit is extended, I/we am/are respectively severally/jointly personally responsible and guarantee payment in accordance to the agreed credit terms. I/We the undersigned acknowledges that I/We will be held liable for any debt incurred prior to a 10 day written notice to CB Distributing. I/We authorize CB Distributing to obtain my/our personal credit information from a consumer credit reporting service in order to evaluate and make credit determination of aforesaid business.**

**GUARANTOR 1**

**AUTHORIZED SIGNATURE:** _____ **SOCIAL SECURITY #** _____

**PRINTED NAME:** _____ **TITLE:** _____

**GUARANTOR 2**

**AUTHORIZED SIGNATURE:** _____ **SOCIAL SECURITY #** _____

**PRINTED NAME:** _____ **TITLE:** _____

CB Distributing

**US BANK ISSUED CREDIT CARD AUTHORIZATION FORM**
**CREDIT DEPARTMENT DIRECT FAX (541) 812-2351**

**BUSINESS NAME:** _____

**CARDHOLDER NAME:** _____
(EXACT NAME AS APPEARS ON FRONT OF CARD)

**STATEMENT STREET ADDRESS:** _____

**CITY:** _____ **STATE:** _____ **ZIP:** _____

***The address above must match the statement mailing address on file with credit card company.***
***Only credit cards issued to specific business or business owner will be accepted.***
***No second party credit cards will be allowed.***
****WE *DO NOT* ACCEPT DEBIT CARDS, AMERICAN EXPRESS, DISCOVER OR INTERNATIONAL CREDIT CARDS****

**TYPE OF CARD:** **VISA** ☐ **MASTERCARD** ☐

**CARD NUMBER:** __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ (16 DIGITS)

**EXPIRATION DATE:** __ __ / __ __ (4 DIGITS - MONTH/YEAR)

***Your invoice will serve as your credit card receipt unless you check the box below and fill in your e-mail address. An electronic receipt will be sent to you upon completion.***

☐ _____
(E-MAIL ADDRESS)

***I authorize CB Distributing to charge my credit card (number listed above) for merchandise purchased on my account by me or my employees. I also authorize CB Distributing to retain my credit card information for future purchases. I will notify CB Distributing in writing if I no longer wish to make purchases on my credit card.***

_____
***CARDHOLDER SIGNATURE*** ***DATE***

*********Accounts who wish to have two credit cards on file may designate which card is to be charged by indicating the *last four numbers of the card (only)* when placing an order. For your protection we ask that you DO NOT furnish your credit card information to our sales staff or include the card number on your order.**

**CB Distributing**

**ACCOUNT INFORMATION SHEET**

Date: _____

Business Name: _____ Contact: _____

E-Mail Address: _____ Phone # (  ) _____

***To enable us to serve your account with superior service, please answer the following questions:***

How did you hear about us?_____

Are you currently receiving our flyers ? _____Yes _____No

Does your business reside within the Continental US? _____ Alaska/Hawaii? _____ Outside US? _____

Do you operate your store in a _____ residential or _____business location?

What are your business hours: From _____(am___ pm___) To _____(am___ pm___)

Closed on: _____

What type of business do you operate?

_____ Storefront - Retail establishment

_____ Catalog Sales

_____ E-Commerce - Virtual Store List Website : _____

_____ E-Bay Seller- List E-Bay seller name: _____

_____ Mobile Installation & Repair

_____ RV Manufacturing, Sales or Repair

_____ Truck Manufacturing, Sales or Repair

_____ Other: (Please Specify) _____

***What Types of products are you interested in purchasing?*** *(check all that apply)*

_____ CB & 10 Meter Products

_____ FRS & GMRS Products

_____ Scanners

_____ Radar Detectors

_____ Business Radio Products

_____ Action Cams - Motorcycle Products

_____ Power Supplies/Inverters

_____ Car Audio Products

_____ 12 Volt Accessories

_____ Marine Products

_____ Antennas, Mounts & Accessories

_____ Tools

**Office Use Only**

Assigned Sales Agent: _____ Account # _____

Territory: _____ Date Account Opened: _____ Terms: _____

# CB DISTRIBUTING RETURN POLICY

CB Distributing purchases merchandise from manufacturers and distributes at wholesale prices to retailers. CB Distributing is not a manufacturer. CB Distributing is required to adhere to the manufacturers return guidelines which differ significantly. All products we distribute are new or factory re-conditioned and come with a warranty. "Warranty" does not imply that products can be replaced or exchanged. Some manufacturers only authorize the repair of product.

Every manufacturer has different return criteria that must be adhered to. Due to the amount of products CB Distributing inventories it is impossible to list all the manufacturer exceptions and exclusions. Listed below are some general guidelines to inform and assist you with returns.

***CB Distributing Requires Prior Authorization On All Returns.***

*No products may be returned without CB Distributing's prior authorization and approval. A return authorization (RA) can be obtained on our website at www.cbdistributing.com, products return tab. Complete the form and print. Fax your request to (541) 812-2351 or e-mail to us at RMA@cbdistributing.com for approval. Upon acceptance of your request we will issue (RA) return authorization number and notify you by phone, fax or e-mail.*

***Got a question?*** *We are here to assist you.*

*Call (800) 553-1027 or e-mail RMA@cbdistributing.com with your warranty questions.*

***All Merchandise must be returned in original manufacturer box with all accessories.***

***Stocking Dealer:***
Most Dealer inventory purchased from CB Distributing within a six month period that is found to be defective *upon initial installation or fails within 30 days* may be returned. However, there are some exceptions. Close-out and special order product is not returnable.

*To protect our Dealers from loss, we recommend you contact our returns department regarding the defective product(s) prior to issuing an over the counter exchange.*

The Consumer should contact the manufacturer as outlined in instruction handbook or user manual for assistance with trouble shooting. Any product that has been in service longer than thirty (30) days is not acceptable for return or exchange. The *Consumer* is responsible for returning defective product to the respective service center for repair as outlined in owners manual. Please refer to the manufacturers user manual or call our Credit Department for assistance regarding warranty service. Merchandise returned due to in-store package damage or pilferage will not be accepted. At our discretion, we will exchange product or issue credit on your account. Defective products being exchanged will be returned to dealer location freight pre-paid. Non-defective product, if accepted, is subject to a 15% restocking fee and service charge.

***Virtual Dealer:***
The Consumer should contact the manufacturer as outlined in instruction handbook or user manual for assistance with trouble shooting and warranty repair. *Defective product is acceptable for return within 45 days of invoice date.* Close-out and special order product is not returnable. Non-defective product is subject to a 15% restocking fee, service charge and any applicable freight charges. CB Distributing will pay return shipping costs to replace defective merchandise to one destination within the Continental United States.

***General Return Guidelines:***

Educate your staff to examine products being returned to ensure that merchandise has not been abused (dropped, glued, etc.) and that the carton contains the correct model.

When exchanging a product only replace the main components. Retain the original carton, packing and accessories. This will ensure you receive full credit for product return.

*10 Meter radios are not acceptable for return or exchange even if they have been in service for less than 30 days. No returns are allowed on 10 meter radios. All 10 meter radios must be forwarded to respective service center for repair.*

Many manufacturers print a "manufactured date" on or near the product serial number. To avoid loss it is recommended that you examine the manufacturer date on radios, scanners and high end product.

Inspect merchandise to make sure that rechargeable batteries or battery packs that originally came with product is included with return. Remove batteries from merchandise that did not come with product.

Antennas that are broken or shorted out due to rubbing or hitting of objects are not returnable or replaceable as this type of wear is not considered a manufacturing defect.

Generic microphones that have been in use longer than thirty days are not covered by warranty. Speciality microphones and Cobra High Gear models may have a longer warranty period. Check the user manual for warranty information. Most speciality microphones need to be routed to service center for repair after 30 days of use as indicated in user manual.

CB Distributing will reject product(s) returned to us that are found to be in used or abused condition or contain the incorrect model. If a product is rejected you will be notified immediately by phone or e-mail. At your option, product will be destroyed, returned freight collect or forwarded to the factory service center for repair.

To process a repair the Dealer will be assessed applicable freight charges both ways and a $10.00 handling charge.

After receiving a return authorization (RA) pack product into an outer shipping box, enclose a copy of return authorization (RA) and write the RA approval number on outside of carton. Ship pre-paid to:

CB Distributing
Attn: Returns Dept.
3075 Kathryn Ave. NE
Albany, OR 97321

Our "Return Policy" listed above does not contain all our exceptions and exclusions and is subject to change without notice. To view current policy, please check our website at www.cbdistributing.com or call our returns department for further information.